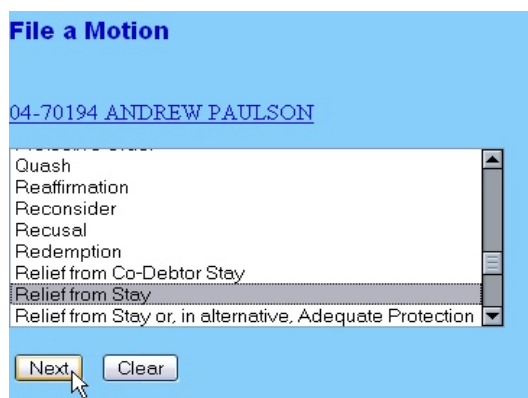


## Filing a Motion

- Go to our website, <https://ecf-train.nvb.uscourts.gov>
- Click on the link to the District of Nevada - Document Filing System, and type in your assigned ECF login and password
- Click on **Bankruptcy** or **Adversary**
- When you file a motion, regardless of type, most of the screens will be the same. The following is an example for a motion for relief from stay.
- Click on **Motions/Applications**
- The computer will ask for the case number. Enter the number and click “**next**”.
- On the next screen, you will choose the relief sought. Click on the choice of relief and click “**next**”. NOTE: If you have a multi-part motion, you must click the first part of the relief sought, hold your control (ctrl) key down, and scroll to the next relief sought. If you do not hold the control key down the entire time, one of the “reliefs” will not appear in the docket text.

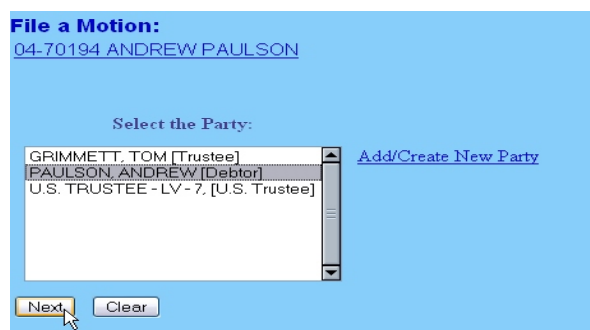


**File a Motion**

[04-70194 ANDREW PAULSON](#)

Quash  
Reaffirmation  
Reconsider  
Recusal  
Redemption  
Relief from Co-Debtor Stay  
**Relief from Stay**  
Relief from Stay or, in alternative, Adequate Protection

- The computer will then ask for the party that you are filing on behalf of. If the party is listed, then select the party and click “**next**”. If the party is not there, click on “**Add/Create Party**” and follow the instructions as indicated in the opening a bankruptcy case section of this guide.



**File a Motion:**

[04-70194 ANDREW PAULSON](#)

Select the Party:

GRIMMETT, TOM [Trustee]  
**PAULSON, ANDREW [Debtor]**  
U.S. TRUSTEE - LV-7, [U.S. Trustee]

[Add/Create New Party](#)

- The computer will then ask for a pdf document which is your motion. Once you have attached the document, click “**next**”.
- The next screen is for informational purposes only. It simply informs you of the fee due for filing of the motion and that preparation should be made to pay at the end of the transaction.

**File a Motion:**  
04-70194 ANDREW PAULSON

Select NEXT to continue filing, credit card verified at conclusion of docket entry.

Fee: \$150

- The next screen allows you to add a prefix, such as expedited, to the docket text. NOTE: If you have a Certificate of Service with your motion, you would enhance the second text box to include “with Certificate of Service”. Click “next” to proceed.

**File a Motion:**  
04-70194 ANDREW PAULSON

Docket Text: Modify as Appropriate.

Motion for Relief from Stay Property: 2003 Mercedes  . Fee Amount \$150.

Filed by aty5 on behalf of ANDREW PAULSON (aty5, )

- The next screen is very important! You will see a warning that says: “Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.” Read the text carefully (this is how it will appear on the docket sheet) and if it is correct, click next.
- If the text is not correct, use the “back” button on your browser’s tool bar, to scroll thru the previous screens until you find the screen where the error was made. Once the correction is made, proceed thru the screens by clicking on the “next” button until you return to the warning screen. NOTE: Pay attention to each screen as you proceed forward . Each screen should be viewed for its correctness.

**File a Motion:**  
04-70194 ANDREW PAULSON

Docket Text: Final Text

Motion for Relief from Stay Property: 2003 Mercedes. Fee Amount \$150. Filed by aty5 on behalf of ANDREW PAULSON (aty5, )

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- The next screen gives you the “Notice of Bankruptcy Case Filing”. You can print this page for your records. You will notice that the case number and document number are underlined. Those are hyperlinks to that case. You may click on those and login into Pacer to view the document or docket sheet.

U.S. Bankruptcy Court  
District of Nevada

Notice of Electronic Filing

The following transaction was received from aty5, entered on 2/2/2004 at 3:06 PM PST and filed on 2/2/2004

Case Name: ANDREW PAULSON  
Case Number: 04-70194  
Document Number: 5

Docket Text:  
Motion for Relief from Stay Property: 2003 Mercedes. Fee Amount \$150. Filed by aty5 on behalf of ANDREW PAULSON (aty5, )

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: cassette form.pdf  
Electronic document Stamp:  
[STAMP bkecfStamp\_ID=989277954 [Date=2/2/2004] [FileNumber=56270-0] [1  
ca6df93697386a58884bd230e3575b1df24db758e4f61701e906a86f6d55adf0421add  
f27f815763f1170606a0c0abd991bdfb502ad44b020c9090391989da4]]

04-70194 Notice will be electronically mailed to:

TOM GRIMMETT chapter7trustee@sprint.com,  
aty5 MARIANNE\_STREET@NVB.USCOURTS.GOV

- Upon receipt of the Notice of Electronic Filing, you will be presented with a popup screen for credit card payment. If you have more pleadings to file, click on the **Continue Filing** button, if not, click on the **Pay Now** option. You will then be prompted to enter your credit card information.